



CONSULTING ENGINEER – NAIROBI and KISUMU

Habitat for Humanity Kenya (HFHK), affiliated to Habitat for Humanity International (HFHI) is an Ecumenical Christian Non-Governmental Organization with a vision to ensure a world where everyone has a decent place to live. HFHK now invites interested and eligible consulting engineering firms to submit their bids for the following short-term assignment:

- 1) Contract Documentation – Prepare tender package comprising contract drawings and tender documents including:
 - a) The tender form;
 - b) Contract specifications;
 - c) Special provisions;
 - d) Standard and project drawings;
 - e) Instructions for Tenderers;
 - f) Construction Contract;
 - g) Agreement to contract guarantees, and
 - h) General conditions of contract.

- 2) Tender Invitation, Tender Adjudication and Recommendations - Call for Tenders from at least 10 pre-qualified Contractors and administer the process as follows:
 - a) Develop a schedule with a tender closing date that will permit adequate time for bidding and evaluation of responses before award;
 - b) Prepare a Tender Notice for the construction and submit to suitable, experienced, local Contractors;
 - c) Implement a formal process for issuing tender packages, answering Contractors' enquiries, issuing addenda and receiving bids, and
 - d) Analyse the tenders received, ensure due diligence against the vendors is done, including assessing capacity to deliver and recommend contract award.

- 3) Construction Supervision - Supervision of construction works to confirm compliance with tender specifications:
 - a) Conduct minimum of 2 inspections per week over construction period of 6 months
 - b) Maintain weekly progress update
 - c) Prepare monthly progress report

Current construction activities:

 - Low-Cost house constructions in the following locations: Homa Bay County (Asumbi), Laikipia County (Mukima, Rumuruti)
 - Quantities: Homa Bay County, 13 units and Laikipia County, 19 units.
 - Contractors are required to conclude construction activities by May 15, 2018.

- 4) Project Close-out and Site Handover
 - a) Prepare consolidated project close-out report

Interested eligible firms should provide the following:

1. Company profile
2. Certificate of registration/incorporation
3. PIN Certificate
4. VAT Certificate
5. KRA Tax Clearance Certificate
6. Latest Audited Financial statements

7. Bank statement for the last 6 months
8. Operating License
9. Proof of Address (Physical address/location of the firm)
10. Proof of previous similar assignments – last 5 assignments, contacts and letters of recommendations.

Interested firms should submit their bids via email to tenders@hfhkenya.org not later than **1st March 2018** indicating applicable charges for each of the 4 scope items outlined above. For each location (Nairobi or Kisumu), a separate bid must be submitted, noting that applications for Nairobi will be limited to Laikipia county activities and applications for Kisumu will be limited to Homa Bay county activities.

For any additional information, contact us on **020-2572812** or **0717-454380** or email procurement@hfhkenya.org